

## **Approved Minutes of the Maricopa HOME Consortium**

### **Public Meeting**

**May 19, 2016**

**9:30 a.m.**

**Present:**     **Matt Hess, City of Avondale**  
                  **Barbara Bellamy, City of Chandler**  
                  **Melanie Dykstra, Town of Gilbert**  
                  **Renee Ayres-Benavidez, City of Glendale**  
                  **Jaime Gonzalez, City of Peoria**  
                  **Justin Boyd, City of Scottsdale (telephonically)**  
                  **Jason Hughes, City of Surprise (telephonically)**  
                  **Elizabeth Garcia, City of Tempe**  
                  **Stephanie Brewer, Newtown CDC**  
                  **Amy Jacobson, Maricopa County**  
                  **Carissa Cyr, Maricopa County**  
                  **Lisa Lowery, Maricopa County**  
                  **Regina Marette, Maricopa County**

### **Public Meeting:**

#### **1.     Call to Order and Roll Call-**

At 9:32 a.m., Amy Jacobson called to order the May 19, 2016 Maricopa HOME Consortium Public Meeting held in the Roosevelt Room, at 234 North Central Ave., 3<sup>rd</sup> Floor, Phoenix, Arizona 85004. Regina Marette called the roll and a quorum was established.

#### **2.     Approval of Minutes (3/17/16 and 4/14/16)-**

Amy called for a motion to approve the minutes of the March 17, 2016 monthly HOME Consortium Public Meeting, unless there were any changes or corrections to the minutes. Matt Hess motioned to approve the March 17, 2016 minutes. The motion was seconded by Barbara Bellamy and passed unanimously. Amy then called for a motion to approve the minutes of the Special Meeting held April 14, 2016 by the HOME Consortium, unless there were any changes or corrections to the minutes. Matt Hess motioned to approve the April 14, 2016 minutes. The motion was seconded by Jaime Gonzalez and passed unanimously.

#### **3.     Program Year Expenditure Update Report-**

Lisa distributed the expenditures as of April 30, 2016 and the individual city spreadsheets by year. Lisa reminded the consortium that all 2009 HOME funds have a HUD expenditure deadline of September 30, 2016.

Lisa reminded the members to please turn in any expenditure reimbursements as soon as possible. Any expenditures for the end of the fiscal year, June 30, 2016, should be submitted by June 15, 2016 (the original due date was May 15<sup>th</sup> and this date has now been extended to June 15). On July 6, the County is changing over to their new system. Any reimbursements submitted after June 15 could experience a 30 day delay.

Lisa reminded everyone to review their individual financials to make sure their records reconcile with the County records.

**4. Commitment Shortfall as of 5/12/16 is \$1,896,973 and HOME Commitment Deadline is 07/22/16**

Amy said the HOME Commitment deadline for all 2014 and prior years funds need to be committed by July 22, 2016 (this is the date now recommended by HUD to commit funds) or the funds will be swept by HUD. Refer to the back of the agenda for all relevant dates. For 2015, the regulations state a 24 month commitment deadline, however the consortium contracts only have a one year commitment deadline in order to have time to reallocate funds, if necessary.

**5. Programmatic Agreement Update**

Amy said that a draft Delegation Agreement is in the packet for review and so that members can share it with their legal counsel and staff. This Delegation Agreement is in response to any current Programmatic Agreement a jurisdiction may have with SHPO. The County has been asked by several jurisdictions to sign PA's as a "concurring party". However, the County has been advised by legal counsel to not sign off on SHPO agreements. Instead, the County will use this Delegation Agreement. The Delegation Agreement further defines the roles of the cities and County, references the Programmatic Agreements, allows for the cities to be the reviewer and take on Section 106 consultation requirements, and finally, the Delegation Agreement reiterates that the County is the Responsible Entity for only the HOME funds, not city CDBG or city ESG.

The Delegation Agreement is only for those members who currently have a Programmatic Agreement with SHPO for HOME funds. For future Programmatic Agreements, the County will not be a signer on the Programmatic Agreement, but will require language from this Delegation Agreement to be incorporated into the new agreement defining the roles of the County and the city. Because of the new language requirements, the County attorney will have to review all new agreements.

Eric Vondy is currently the new contact at SHPO. Jim Garrison has retired.

The County will take responsibility in making sure that the Delegation Agreements are up to date. The County will be implementing a Programmatic Agreement for the Urban County.

**6. Current Practices**

All revisions made by cities and towns are on our MyHSD website. The county would like to have a draft approved by the next HOME Consortium meeting. Carissa asked everyone to take some time and read the document and give the County some feedback.

**7. Announcements and Information**

- ZoomGrants—The County is working with their procurement department to purchase ZoomGrants. The County is planning on implementing ZoomGrants for FY2016-17(which will be Phase I) and all new awards will be loaded into this task-oriented system. This limited Phase I will allow time for staff to become familiar with the system. The County will then move on to Phase II for FY2017-18 with CDAC and CDBG. CDBG applicants will apply on-line in ZoomGrants and CDAC will review and rank the applications through ZoomGrants. The HOME Consortium will use ZoomGrants to gather information for the Annual Action Plan in in Phase II. ZoomGrants may also be used to create quarterly reports, reimbursement requests, and other useful features. Phase III will hopefully offer the Consortium members the ability to use the system for their CDBG applications at a discounted cost, pending ZoomGrants approval and agreement.

- Carissa reported that the County submitted the FY16-17 Annual Plan ahead of schedule. Carissa asked if there is anything the County should do differently to make the process run smoother. Jaime and Barbara thanked Carissa for the seamless job she did in preparing the Annual Plan.
- HOME Homeownership 95% Value Limits-Regina referred to the email from HUD which explains the maximum per unit subsidy limit (24 CFR 92.250) and the 95% of the median purchase price requirement (definition of modest housing--24 CFR 92.254). The County issued a new bulletin effective May 5, 2016 with the new 95% Value limits. She said the limits are broken down by unit size (1-4 unit) for existing homes and new construction. She said this replaces the \$219,450 limit. The email is a reminder that you must use both criteria. All bulletins are on our website.
- HOME Income and Rent limits- The County bulletin was issued May 16, 2016 and the limits become effective June 6, 2016. These limits are different than the CDBG limits. Renee reported that the City of Glendale is going to use the new income calculator as a fail-safe.
- Utility Allowance-HOMEfires Vol.13 No. 2-Amy said this requirement is effective for any rental project committed on or after August 23, 2013. PJs are no longer permitted to use the utility allowance established by a Housing Authority. You must now use one of the approved five methods listed in HOMEfires. Amy said that she recommends that all rental applications include which utility model to be used by the developer.
- Certification of Compliance—Underwriting, Utility Allowance method, Market Study, Developer Agreements. The County, as the Responsible Entity, must review and approve these documents for each project. All forms must be signed and dated. The County will create a checklist for the consortium to use for the required documents.

## 7. **Call to the Public-**

Call to the Public is an opportunity for the public to address the Consortium concerning a subject that is not on the agenda. Public comment is encouraged. At the conclusion of an open call to the public, individual members of the Consortium may respond to criticism made by those who have addressed the Consortium, may ask staff to review a matter, or may ask that a matter be put on a future agenda. However, members of the Consortium shall not discuss or take legal action on matters raised during an open Call to the Public unless the matters are properly noticed for discussion and legal action. *No response from the public.*

## 8. **Adjournment-**

There being no other business, the Chair entertained a motion for adjournment by Matt Hess and seconded by Barbara Bellamy. The motion passed unanimously. The meeting was adjourned at approximately 10:40 a.m. The next scheduled special public meeting will be June 16, 2016.

Respectfully submitted,



Regina Marette  
Recording Secretary